

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

**OT/OTA BY EXAMINATION**

Checklist of Supporting Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Document (Marriage Certificate, Divorce Decree or Court Order), if applicable
- ☐ Official NBCOT National Exam Score Report
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer.
- ☐ \$264 for Application and License Fee
- ☐ **\$50 Criminal Background Check Fee**

**OT/OTA BY ENDORSEMENT**

Checklist of Supporting Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Document (Marriage Certificate, Divorce Decree or Court Order), if applicable.
- ☐ Letter of Verification From Each State of Licensure for the last 10 years.
- ☐ Official NBCOT "Verification of Certification" Letter
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer.
- ☐ \$264 for Application and License Fee
- ☐ **\$50 Criminal Background Check Fee**

Criminal Background Check  
Criminal Background Check (CBC) - CBC is paid separately to <https://dchealth.dc.gov/node/120532>  
For questions, call 877-614-4364.